

10 NOV 1975

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MEMORANDUM FOR: [REDACTED]

SUBJECT : Letter of Instruction

1. As Chief of the Policy and Plans Group, you are responsible for the formulation and coordination of Agency security policy; you are also the chief planning officer for the Office of Security. You provide executive secretariat service to the Director of Security. You carry out these responsibilities with the assistance of four other professional officers and two clerical personnel, all of whom are under your management and supervision.

2. In carrying out the above responsibilities over the next year, you will place emphasis on achieving or causing to be achieved the following objectives:

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a. Development of a proposal to establish and implement a program for all Office of Security activities designed to preclude the use of resources in improper [REDACTED] intelligence activities. (The proposal is targeted for completion by 31 December 1975.)

b. The conduct of a study and preparation of a report with recommendations on the use of Agency employee recognition programs within the Office of Security for the purpose of upgrading the effective application of these management devices. (Submission of this report is targeted for 15 February 1976.)

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c. A complete updating of the [REDACTED] chapter of the Headquarters Regulations to ensure that it meets the security requirements of the Agency in 1976 and is consonant with the spirit of the times as reflected in the recommendations of the Rockefeller Commission and in any Executive proscriptions. (Submission of a final draft of these recommendations to the Regulations Control Branch is projected for 31 March 1976.)

d. In coordination with the PTOS Directorate and appropriate component security officers, conduct of a study and development of a plan to establish and maintain a coordinated industrial security policy program for the Agency. (The study report and plan is targeted for completion on 30 April 1976.)

e. The devising, in coordination with all Office components, of systems and procedures to develop and establish a series of positive indicators against which the significant Office of Security program missions (functions) can be judged. (Completion of this objective is targeted for 30 June 1976.)

3. In the carrying out of your responsibilities outlined in paragraph 1 above and in pursuing the objectives detailed in paragraph 2, as a senior Security professional you should continue to place emphasis on your managerial and supervisory functions; in executing these functions, you should organize your tasking to make maximum use of the talents within your Group and continue the development of the capabilities and motivation of your personnel.



Deputy Director of ~~Security~~ (P&M)

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